

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **THIS IS A RE-ANNOUNCEMENT**

**CURRENT APPLICANTS ARE UNDER CONSIDERATION AND DO NOT NEED TO REAPPLY**

### **MANAGED CARE ADMINISTRATOR**

Role Title: Program Administration Specialist II

Position #00130

Pay Band 5 Level II Hiring Range: \$43,892 - \$75,000

**Closing Date: February 15, 2018**

Exceptional opportunity to do innovative work that is meaningful to you and those Medicaid members we serve. You will work in the agency's managed care division and be responsible for providing oversight and monitoring the day-to-day operations of the Medicaid managed care program. This position is in charge of implementing, monitoring supporting and coordinating managed care initiatives within assigned areas and providing subject matter expertise related to initiative implementation, operations, analysis and reporting. The incumbent serves as liaison between internal/external customers and for business requirements, scope, testing and implementation to ensure quality, efficiency, effectiveness toward improving business practices. Additionally, responsible for supporting day-to-day operational activities, special project management, and reviews monthly, quarterly and annual deliverables, and other data from contractors to identify trends and measure performance. Qualified applicants must have knowledge of the principles and practices of managed care and health programs including provider network analysis, managed care laws and regulations, and policy development. Requires knowledge and experience with managed care operations and health care research, health care policy development and project implementation. Must have proven ability to interact effectively in a team environment both within and outside the agency. Requires demonstrated ability to analyze and solve complex problems, and communicate effectively with a diverse audience through presentations and reports. Proficiency with MS Office productivity software for the PC is required. Experience with Medicaid/Medicare and/or commercial health plan operations and data analysis is preferred. Some experience with contract management is a plus. Bachelor's degree from accredited college or university with major coursework in public health, business administration, or related field preferred.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**